

HARBOR UNITARIAN UNIVERSALIST CONGREGATION

BUILDING RENTAL POLICY

AS OF DECEMBER, 2019

Individuals or groups may rent HUUC unscheduled facilities for religious, non-religious, and non-commercial events under the following conditions:

- 1) While reservations are placed on the church calendar immediately upon request, they will be finalized upon approval by the HUUC Board, receipt of a signed contract, and receipt of deposit (when required) by HUUC.
- 2) Full rental payment is generally required ten (10) days before the event.
- 3) A security deposit of \$100 may be required. Said deposit will be forfeited in part or in total should the facilities be damaged or unexpected clean-up results.
- 4) The Board will evaluate requests for Saturday evening rentals on a case-by-case basis due to Sunday services priority.
- 5) HUUC is under no legal obligation that may arise from renters hiring persons other than church personnel.
- 6) Decorations, displays, or alterations of existing room arrangements require prior approval by HUUC.
- 7) Wine and beer service will be approved on an individual basis. State law requires persons attending pay no fee or charge of any type. Further, the renter must comply with the Laws of the State of Michigan regarding the serving or consumption of alcoholic beverages. *NOTE: If alcoholic beverages are served, renter must provide proof of liquor liability at least 10 days prior to the rental date.*
- 8) Facilities must be left clean and arranged in a manner in which it was found.
- 9) Building security is the renter's responsibility. The contract signer must see that lights are turned off, heat is turned down, and windows and doors locked after normal church hours of operation.
- 10) Smoking is not allowed inside the building.
- 11) All aspects of this agreement, including damage costs, are the sole responsibility of the contract signer. The church rents to personally responsible individuals not to vaguely defined organizations or groups.
- 12) If rental application is accepted, a Contract will be offered by Board of Trustees to the Renter. Rental is final when contract is signed.
- 13) Groups and individuals seeking the use of HUUC facilities should not conflict with the Purposes and Principles of the Unitarian Universalist Association.
- 14) Weekly or monthly rates can be negotiated with the Board of Trustees. Socially conscious, external groups may apply for a discount. Fees and other requirements can only be waived by action of the Board of Trustees of HUUC. Members may host personal events (weddings, funerals, etc.) at a discount as approved by the Board of Trustees.

Adopted December, 2019.

HARBOR UNITARIAN UNIVERSALIST CONGREGATION RENTAL APPLICATION

Name of Event: _____

Describe event activities in detail (e.g. meeting, wedding) and planned use of building:

Space requested: _____

Item	Price	Item	Price
Sanctuary	\$250	Basement Room	\$50
Social Hall + Kitchen	\$250	Additional Basement Room	\$25
Sanctuary + Social Hall + Kitchen	\$450	Entire Building	\$500
Setup/Rehearsal (extra ½ day)	\$100	Pianist/Musician & Soundboard costs available upon request and subject to availability.	

Number of persons expected to attend: _____

NOTE: Maximum seating for the Sanctuary is 120. Social Hall maximum is 70.

1st Date Requested: _____ Time: _____

2nd Date Requested: _____ Time: _____

3rd Date Requested: _____ Time: _____

Name(s) of known HUUC members (if any) expected to participate:

Describe any fixtures or equipment you expect HUUC to provide, such as kitchen appliances, dishes and cookware, audio-visual equipment, musical instruments:

Are you requesting a reduced fee? How much, and why?

Please provide contact information for representative(s) willing to appear before the Board of Trustees to answer questions concerning this request:

Name: _____

Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____